



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

12713  
HRO

JAN 23 20

POLICY LETTER 2-13

From: Commanding General  
To: Distribution List

Subj: CIVILIAN EQUAL OPPORTUNITY POLICY

Equal Employment Opportunity (EEO) is an essential and integral element of the way we conduct business at the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center. The absence of EEO in any environment can have a negative impact on morale and productivity. We all benefit by recognizing the unique qualities individuals of different background and cultures bring to the workplace. Discrimination in all employment matters because of race, color, age, religion, gender, national origin, disability (physical or mental), Genetic Information (GINA) or reprisal based on past participation/involvement in the discrimination complaint process is not only illegal, but also promotes waste and inefficiency in the use of personnel resources and will not be tolerated.

All reported work place incidents of harassment will be investigated in a timely manner. Appropriate disciplinary action will be taken against the individual or individuals who were found to have harassed or discriminated against a civilian employee.

I assure you that confidentiality of any individual bringing a claim of harassment or discrimination will be maintained to the fullest extent possible and they will be free from reprisal for raising such an issue. Alternative Dispute Resolution (ADR) options such as mediation or conciliation are available to resolve the conflicts in the workplace at the lowest possible level.

If you are a civilian employee and believe that you have been discriminated against because of your race, color, religion, sex, age (over 40 years), national origin, disability, GINA or reprisal for prior EEO involvement, you may consult with an EEO counselor to resolve the matter. The matter must be brought to the attention of the EEO counselor within 45 calendar days from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action or the date you knew or reasonably should have known that it occurred. If you wish to raise an issue of harassment; want information regarding the EEO; want information regarding discrimination in the workplace; to file an EEO complaint; or request ADR, please call: Appropriated Fund: 760-830-7370 (DSN 230) or Non-Appropriated Fund/MCCS: 760-830-8106 (DSN 230).

Diversity within the United States Marine Corps contributes to our strength. We must equally recognize and reinforce the value and contributions of everyone within our workforce.

  
D. H. BERGER